

AIRGRAM

0166-1943

HANDLING	CLASSIFICATION UNCLASSIFIED	MESSAGE REFERENCE NO. A-3606
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TO: All Diplomatic and Consular Posts and AID and ICA Missions

FROM: Department of State (PER/ER/FN)

DATE:

E.O. 11652: N/A

TAGS: APER, AFSP

SUBJECT: FSN Position Classification Handbook

1979 NOV 27 AM 10:58

REF: A-1025 of April 2, 1979

As stated in the referenced airgram, headquarters agencies have been distributing the new FSN Position Classification Handbook on a mission-by-mission basis at the time the new classification standards system is applied. The procedure was considered necessary during the initial implementation phase in recognition of (A) our inability at that time to train the persons who are to administer the program at the field level and (B) the fact that a revised edition of the Local Employee Compensation Handbook designed to accommodate the new classification structure had not been issued. However, with the worldwide implementation well underway, the capability to conduct field training now exists. In addition, it now appears that a revised edition of the Compensation Handbook can be issued by January, 1980.

In view of the foregoing, world-wide distribution of the "Introductory" portion of the FSN Position Classification Handbook will be made within the next few weeks. The position classification standards portion of that Handbook will be distributed later along with the revised version of the Compensation Handbook. The early release of the "Introductory" portion will give missions the time

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SUGGESTED DISTRIBUTION

DRAFTED BY: PER/ER/FN:WHibbs:plc	DRAFTING DATE 11/16/79	PHONE NO. 23800	CONTENTS AND CLASSIFICATION APPROVED BY: DGP/PER/ER Gershenson
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CLEARANCES: SEE ADDITIONAL CLEARANCES ON PAGE 2
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EUR/EX: D Leidel *u* NEA/EX: S Kryz *u* ICA:MGT/PN:Phallberg *u*

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to read about how the system is designed and how it works before training begins. In reviewing the material at missions, reviewers are asked to give special attention to the explanation of "exception rate ranges" contained in Appendix A of the "Introductory" portion being distributed soon. That section provides a mechanism by which the salary range for a particular position may be more or less than the salary range at which the position is properly classified according to the new standards system. These exception rate ranges may be justified on the basis of significant differences between the market rate and those for the level at which the position is classified within the system. Normally, severe recruitment and retention problems must also be experienced and documented in such cases in support of an exception rate request. (In making recommendations for a exception rate range for a position, it is of special importance to consider the impact of raising the rates of one job upon employees occupying other positions in the same class.)

The Washington-based contractor teams which perform the classification surveys will be instructed in how to assist the post to prepare justification needed to support an exception rate range, where required, and may include their recommendation concerning an exception rate range in their survey report. In order to make the system more responsive to post needs, other modifications are being considered, such as exception grade levels. If additional modifications are approved, amendments to the Classification Handbook describing those changes will be drafted and issued promptly.

Regional training will be conducted by Ms. Alta Brenner, Chairman of the Interagency FSN Position Classification Board of Appeals, as soon as possible after distribution of the new handbooks. The training sessions will be provided to American and FSN employees responsible for administering the new classification program. Planning of the timing and duration of the training and post localities to be visited will begin shortly. Posts will be consulted during this process.

As a supplement to the "Introductory" portion of the Handbook, the Department has prepared and is attaching herewith additional guidelines on how to write a position description. This material will be issued as an amendment to the Handbook at the earliest date.

Attachment:

VANCE

Guidelines on How to Write a Position Description

Additional Clearances:

PER/ER/FN: A Weinstein *WV* PER/ER: A Kern *pin*

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